

STATE OF NEVADA



BOARD OF VETERINARY MEDICAL EXAMINERS

4600 Kietzke Lane, Building O-265

Reno, Nevada 89502

Phone 775 688-1788/fax 775 688-1808

Executive Director in Training

Full Time Position, Permanent

The Executive Director in Training position is meant to facilitate the transition by the successful applicant from new hire to serving as the Executive Director once the current Executive Director retires (anticipated to be Fall 2016). The training will include all office procedures as well as legislative, financial, and board procedures for which the Executive Director is responsible. The ultimate goal is to find a candidate who can work with and for the Board of Veterinary Medical Examiners in preparation of performing the duties of the Executive Director and in doing so be capable of protecting and promoting the interests of the Board, the public, and the practice of veterinary medicine in the State of Nevada.

Summary of Position Responsibilities

It is expected that at the conclusion of the training of the Executive Director in Training, the successful candidate will be capable of performing all administration functions and overseeing all daily operations of the Board. These operations include, but are not limited to:

- Providing leadership in implementation of Board plans and policies.
- Maintaining official records and financial documents relating to licensees, disciplinary actions.
- Ensuring compliance of Board operations with all applicable state statutes, rules, and regulations.
- Reviewing, analyzing, and modifying office procedures and expenses to improve the efficiency and financial stability of the office.
- Utilizing data from previous operational expenses and forecasting future costs for budget needs.
- Preparing the annual budget and overseeing expenditures to ensure that the Board operates within its budget.
- Preparing and submitting quarterly financial reports to the Board.
- Tracking and maintaining receipts and records as needed for the annual audit and working with the independent auditor.
- Responding appropriately and in a timely manner to inquiries from applicants, complainants, licensees, the public, and Board members.
- Ensuring that complaints are processed, investigated, and placed on the Board agenda in a timely manner consistent with complaint procedures.
- Supervising staff (administrative, investigators, and inspectors) to ensure that the Board's work is processed in a timely manner, that it is accurate, and that fees are deposited appropriately.
- Preparing materials and making arrangements for Board meetings.

- Communicating meeting dates, times, and locations.
- Preparing and distributing agendas and minutes according to Open Meeting Law guidelines.
- Maintaining the office database and website as it relates to licensing and consumer/public resource.
- Coordinating with the database administrators in order to perform necessary changes and upgrades.
- Possessing knowledge regarding Open Meeting Law and its requirements as they apply to the Board.
- Maintaining legislative oversight and working with the Board's lobbyist.
- Drafting new regulations, statutes, policies, and procedures.
- Preparing and negotiating settlement agreements relating to discipline of licensees.
- Working well and closely with the Board's employed legal counsel and the Attorney General's representative.
- Preparing all correspondence on behalf of the Board.
- Reviewing and approving contracts and expenditures.
- Other duties are included in NRS 638.080 and NAC 638.0405.

Required Education and/or Experience

Five years of experience working in state or other local governmental agencies (experience with occupational boards and licensing preferred) or a comparable level of experience and education elsewhere. A bachelor's degree (B.S. or B.A.) from an accredited four-year school is preferred.

Skills:

- Strong written and verbal skills
- A persuasive and passionate communicator with excellent interpersonal and multi-disciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people including Board members, advisory committees, universities, other occupational Boards, licensees, attorneys, and the public.

Computer Skills:

- Word, Excel, PowerPoint; Outlook
- Accounting Software (QuickBooks)
- Internet and website maintenance
- GL Suite or comparable licensing software

Position Location and Travel Requirements

Reno, Nevada

The position requires some travel, including several Board meetings per year in Las Vegas (usually not requiring an overnight stay), national conferences, and legislative or committee meetings.

If interested, please e-mail cover letter and resume to: wjtv33@gmail.com.